

LOCATION: Calgary, AB

TYPE: Part-time

DESCRIPTION:

Jayman Financial

Jayman Financial a division of the Jayman Group of companies, with offices in Edmonton and Calgary. We are a high-volume Mortgage Brokerage with a current opening for an experienced Administrative Assistant on our Calgary team.

As our newest team player, you will have the opportunity to support our staff, sales professionals, client care and maintain relationships within the Jayman BUILT family. Jayman will offer you competitive compensation and an opportunity to work in a friendly and fast-paced environment.

A Day in the life of an Administrative Assistant:

- Sales professional care support and discussions
- Paperwork organization, control and filing documents
- Transaction data processing
- Finalizing transactions and invoicing
- Follow up, feedback, current client care support
- Training – sporadic events throughout the year
- Jayman BUILT liaison weekly meeting reports
- Maintain, update, share, review real estate information tools – Mailchimp/CRM/Excel/ Social Media/Filogix Expert/Brokerwolf.

What you bring to the table?

- Proactive nature with the ability to multitask
- Energetic, positive, competitive and results-oriented
- Able to operate under policies and guidelines as established by Jayman Realty
- Flexibility to work 3 weekdays during regular business hours
- Minimum 2-3 years' real estate experience (CREB's Real Estate Assistants course helpful)
- Advanced Microsoft Office working knowledge; particularly in Excel, Mailchimp, CRM, Brokerwolg, Filogix Expert
- Ability to manage digital marketing platforms
- Social media skills and knowledge of current platforms

As a 2019 Best Managed Company, we will provide you the following:

- Customized Training Programs
- Opportunity for growth and career development
- Employee discounts
- Free parking
- On-site gym
- Extensive community and volunteer involvement

Do you see the magic? Are you ready to be part of the lifestyle? Join the award winning Jayman BUILT team and contribute to our exceptional track record, with over 28 thousand homes built in the last 40 years.

Please send your resume to careers@jayman.com. Please submit before February 7th,20

We thank all applicants for their interest; however only those selected for an interview will be contacted. No telephone or agency inquiries please.